

## Job Description

<b>Job Title</b>	Technician to Resistant Materials
<b>Grade</b>	Level 4
<b>Reports to</b>	Head of Department
<b>Job Purpose</b>	To provide support to teaching staff, particularly in the preparation and cleaning/clearing of lesson materials and maintenance of equipment.
<b>Principal Accountabilities</b>	<ul style="list-style-type: none"> <li>• To ensure the efficient preparation and organisation of lesson materials as required (including jigs, educational aids etc).</li> <li>• To support teaching staff and pupils during lessons.</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• To maintain and repair tools, equipment and machinery as required.</li> <li>• To work alongside students in preparing materials for examination coursework under the direction of teaching staff.</li> <li>• To provide assistance to all departmental staff as required.</li> <li>• To maintain appropriate stocks for the department in liaison with the Head of Department.</li> <li>• To ensure the application of Health and Safety procedures and to raise awareness of H&amp;S issues in relation to laboratories</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To undertake any training commensurate with the post.</li> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> </ul> <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>

## PERSON SPECIFICATION CDT TECHNICIAN

General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Successful experience working in specialist area in learning environment NVQ Level 2 or equivalent in specialist area Completion of DCSF induction programme
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid and general outstanding of the school
	Literacy	Ability to read and write technical reports
	Numeracy	Good numeracy skills
	Technology	Excellent working knowledge of equipment and ICT packages relevant to specialist area
<b>Communication</b>	Written	Ability to write reports, letters etc
	Verbal	Ability to use clear language to communicate complex information unambiguously Ability to listen effectively
	Languages	Seek support to overcome communication barriers with children and adults Knowledge of specialist terminology etc.
	Negotiating	Ability to negotiate effectively with adults and children
<b>Working with children</b>	Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy
	SEN	Understand and support the differences in children and adults in relation to the role
	Curriculum	Good understanding of the school curriculum relevant to specific area
	Child Development	Good understanding of how the role contributes to child development
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
<b>Working with others</b>	Working with partners	Ability to make a contribution to the work of the team supporting children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children and other adults
	Team work	Ability to work effectively with a range of adults
	Information	Ability to provide timely and accurate information
<b>Responsibilities</b>	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	N/A
	Time Management	Ability to plan and manage own time effectively
	Creativity	Demonstrate a highly creative approach to supporting learning

<b>General</b>	Equalities	Awareness of and promotion of equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and support child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role